

TEST ADMINISTRATION REPORT (TAR)

District Name/Number: _____

School Name/Number: _____

Date: _____ Form Completed By: _____

Role: _____ Signature: _____

Test: _____

Subject (if applicable): Mathematics Reading Science

The *Test Administration Report* is used to record the occurrence of a variety of special circumstances, including, but not limited to, test misadministrations and reasons for invalidations. This report may be used to help answer questions from district staff, parents, and the media about what occurred during testing when student results are available. It may also be requested by MDE for audits or monitoring conducted by MDE. Refer to Chapter 3 of the *Procedures Manual* for additional information about circumstances and incidents to document on this form.

Provide the student information and description of the circumstance or incident below. If an adult was involved (e.g., translator), include the adult's name, signature, and role in test administration. Attach additional sheets to this form as needed.

Districts are not required to return the *Test Administration Report*. However, districts must maintain records for two years after the end of the academic school year in which testing took place for audits or monitoring conducted by MDE or to answer questions when reports are received. If completed by the School Assessment Coordinator, a copy of the report should be forwarded to the District Assessment Coordinator.

Name of Student	Gr.	MARSS (13 digits)	Description and Name and Signature